

Airport Consultants Seminar

Presented by:

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SEMINAR AGENDA

- **Bureau of Aeronautics Information**
- **Airport Improvement Program**
- **NHDOT Contract Procedures**
- **New Hampshire Airports Update**
- **Aviation Legislation Initiatives**
- **Questions and Answers**

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Bureau of Aeronautics Information

Bureau of Aeronautics' Goals

The Bureau of Aeronautics is tasked by the state legislature to provide the citizens of New Hampshire with an air transportation system that is safe and efficient.

The Bureau of Aeronautics works with aviation agencies at the federal, state, and local levels to preserve and promote a system of airports necessary to guarantee the future of air transportation in New Hampshire.

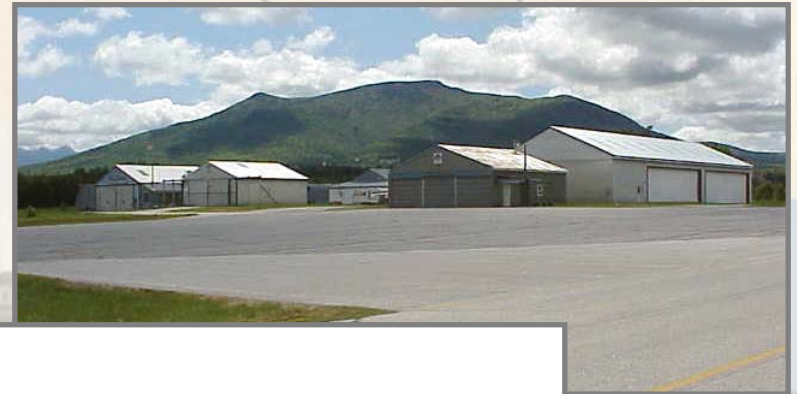


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Bureau of Aeronautics Information

The Bureau of Aeronautics interacts with the state's airports in the following ways:

- Funding
- Registration
- Regulatory
- Navigation Aids
- Technical Resources
- Promotion/Education



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Bureau of Aeronautics Information

Note the
address.

Jack W. Ferns
Director
Division of Aeronautics, Rail &
Transit
(603) 271-1697

Note Division
vs. Bureau.

7 Hazen Drive
P.O. Box 483
Concord NH 03302

Tricia L.S. Lambert
Aeronautics Administrator
(603) 271-1674

Bureau of Aeronautics

Typically 7:30 am to 4:30 pm

Ossipee Valley Aviation
FBO at Skyhaven Airport
(603) 332-0005

Vacant Position
Aviation Program Supervisor
(603) 271-1094

Carol L. Niewola, PE, CM
Senior Aviation Planner
(603) 271-1675

L.J. Place
Account Technician
(603) 271-2552

Michael G. Pouliot
Aviation Planner
(603) 271-1677

Trina L. Russo
Aeronautics Program Assistant
(603) 271-1456

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Bureau of Aeronautics Information

Jack W. Ferns

Tricia L.S. Lambert

- Provides leadership for Bureau of Aeronautics and Bureau of Rail & Transit
- Identifies Aeronautics' priorities and policies
- Provides interface between the Legislature and Aeronautics

Carol L. Niewola

Vacant Position

Michael G. Pouliot

Trina L. Russo

L.J. Place

- Provides leadership for Bureau of Aeronautics
- Identifies Aeronautics' priorities
- Prepares Bureau's budgets
- Prepares legislative documents
- Implements Bureau's policies
- Manages Skyhaven Airport
- Manages Aeronautics' staff

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Bureau of Aeronautics Information

Jack W. Ferns

Tricia L.S. Lambert

Carol L. Niewola

Vacant Position

Michael G. Pouliot

Trina L. Russo

L.J. Place

- Manages Airport Capital Improvement Program
- Manages FAA-funded projects for Skyhaven Airport
- Manages the state aviation system planning projects
- Manages all airport planning and development projects for airports in NH
- Coordinates with applicable agencies regarding airport-improvement projects

Aviation Program Supervisor

- Develops aviation safety and education programs
- Manages the administrative staff within the Bureau
- Manages the Bureau's operating budgets
- Documents aircraft accident/incident investigations

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Bureau of Aeronautics Information

Jack W. Ferns

Tricia L.S. Lambert

Carol L. Niewola

Vacant Position

Michael G. Pouliot

Trina L. Russo

L.J. Place

- Provides technical evaluations of airport-improvement projects for NH airports
- Collects and evaluates the data in the state aviation system plan
- Manages state-sponsored grant programs for eligible airports
- Performs on-site airport safety inspections
- Supports on-site accident investigations and enforcement duties

- Processes all grant applications, grant reimbursement requests, and project close-outs
- Manages statewide registration programs to include; airports, aircraft, commercial operators, and dealers
- Administer registration compliance and enforcement standards for the Bureau
- Maintains Skyhaven Airport hangar database

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Bureau of Aeronautics Information

Jack W. Ferns

Tricia L.S. Lambert

Carol L. Niewola

Vacant Position

Michael G. Pouliot

Trina L. Russo

L.J. Place

- Processes all non-AIP payments received
- Maintains all accounting transactions for the Bureau
- Prepares aeronautical invoices
- Provides other administrative skills as needed

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Airport Improvement Program Information

Grant Applications

Provide only one copy of the same grant application that is sent to FAA.

Do not include construction specifications. Narrative should now include summary of fee negotiations with consultant.

Send grant applications to:

Carol L. Niewola, PE, CM
NHDOT/Bureau of Aeronautics
7 Hazen Drive
P.O. Box 483
Concord, NH 03302-0483

Do not staple grant applications. Clipping it is OK if the envelope/box is sturdy – otherwise do not clip.

Reimbursement
Requests

Project Closeouts

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Airport Improvement Program Information

Grant Applications

Reimbursement
Requests

Project Closeouts

**Grant
Applications
due on May 1st.**

CIP Deadlines

- **October**: NHDOT distributes reminder notices to airport sponsors and consultants regarding the upcoming CIP deadline.
- **December 1st**: All CIPs are due to NHDOT covering a 10-year period.
- **January-March**: NHDOT meets with FAA representatives to discuss CIP issues, costs, and priorities.
- **April 30th**: NHDOT distributes revised draft CIPs back to airport sponsors and consultants for final comments.
- **May 15th**: Airport sponsors' and consultants' CIP comments due to NHDOT.
- **May 31st**: NHDOT and FAA "freeze" the upcoming fiscal year's proposed CIP projects (with exceptions for unique circumstances).

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Grant Applications

Reimbursement Requests

Project Closeouts

Project Processes

- NHDOT must be kept in the project loop. Changes that impact funding, impact NHDOT's ability to fund the state share of all projects.
- NHDOT will sign ALPs and Change Orders, but not construction plans, specifications, or master plans.
- While hardcopies are still required at NHDOT, we are starting to request that final project documents are also submitted electronically to ease our document storage needs.
- Planning and construction projects should include aerial photographs whenever possible.
- Airports should consider taking advantage of the NHDOT's monthly Natural Resource Agency meetings.
- Remember to allow for enough time for project reviews by NHDOT, FAA, and environmental agencies.
- Projects older than three years will be pressed to be closed out.

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Airport Improvement Program Information

Grant Applications

Reimbursement Requests

Include one copy of NHDOT Aero Form 5555 with the Airport Sponsor's signature. Include a summary of payments amounts requested in the coverletter.

Send reimbursement requests to:

Carol L. Niewola, PE, CM
NHDOT/Bureau of Aeronautics
7 Hazen Drive
P.O. Box 483
Concord, NH 03302-0483

Project Closeouts

NHDOT must be listed as the Payee with the airport sponsor listed as the Grantee per RSA 422:15.

Do not staple reimbursement requests. Clipping it is OK only if the envelope/package is sturdy; else do not clip.

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Airport Improvement Program Information

Grant Applications

**Reimbursement
Requests**

Project Closeouts

Submit in Duplicate		NHAC-55A		
<div style="text-align: center;"> <hr/> City or Town </div>				
<div style="text-align: center;"> <hr/> Airport </div>				
FAA Project No.		State Project No.		
IN ACCORDANCE WITH: State of New Hampshire Aeronautics Division Concord, New Hampshire				
PROGRESS STATEMENT		Federal Share of Costs	Sponsor's Share of Costs	State's Share of Costs
Period Covered	Item of Work			
	Construction	\$	\$	\$
	Engineering	\$	\$	\$
	Administration	\$	\$	\$
Total State Share				\$
Less Previous Payments				\$
Payments Due This Request				\$
<div style="text-align: center;"> <hr/> Signature of Person Authorized to Make Payment for Sponsor </div> <div style="text-align: right;"> <hr/> New Hampshire Aeronautics Division </div>				

**NHAC-55A has
been replaced by
NHDOT Aero
Form 5555.
NHAC-55A is no
longer used.**

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Airport Improvement Program Information

**Check
that the
math is
correct.**

**Check that
the airport
sponsor
has signed
here.**

**NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, DIVISION OF AERONAUTICS
APPLICATION FOR AIP GRANT PAYMENT**

Airport:	Date:	Sponsor:
Location:	Progress Payment Application Number:	Federal Project No.
Percentage of Project Complete:		

SUPPORTING STATEMENT

ITEM	Total Project Costs	Federal Share of Costs	Sponsor's Share of Costs	State's Share of Costs	Total State Payment requested to date	Amount of this Application
Funds Available						
Engineering administrative						
(value of work performed)						
Engineering						
Administrative						
Other						
Totals						
Remarks:						

CERTIFICATION OF SPONSOR

I certify that the foregoing statements contained in the Sponsor's Application for grant payment are true and correct and that the work referred to in this application has been performed in accordance with the

Date Name Title Signature

CERTIFICATION OF NHDOT REPRESENTATIVE

I certify that the foregoing statements contained in the Sponsor's Application for grant payment are true and correct to the best of my knowledge and belief.
The application has been reviewed and payment is approved.

Date Signature, Director: N.H.D.O.T., Division of Aeronautics

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Airport Improvement Program Information

Grant Applications

Reimbursement Requests

Project Closeouts

Grant Reimbursement Payments

NHDOT will only pay the requested grant reimbursement amount if:

- Amount requested on the NHDOT Aero Form 5555 matches approved grant reimbursement amount.
- FAA has processed their share of the requested grant reimbursement amount.
- The NHDOT Aero Form 5555 contains the airport sponsor's signature.
- Amount requested on the NHDOT Aero Form 5555 does not exceed the approved (encumbered) grant amount.

Any questions regarding the status of grant reimbursement payments or the balance remaining in any encumbrance may be directed to Trina L. Russo at 271-1456.

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Airport Improvement Program Information

Grant Applications

Reimbursement
Requests

Project Closeouts

Send one copy of project closeouts (if applicable to the project) to:

Carol L. Niewola, PE, CM
NHDOT/Bureau of Aeronautics
7 Hazen Drive
P.O. Box 483
Concord, NH 03302-0483

ALPs and Change Orders are the only project documents that NHDOT signs for the airport sponsor.

Grant amendment requests follow only after the grant has reached 100% reimbursement.

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Airport Improvement Program Information

Grant Amendments

Only at project close out:

- Submit a grant reimbursement request package for the full amount of the grant as normal, and
- Submit a separate NHDOT Aero Form 5555 for the amount of the grant amendment along with the same grant amendment documents that FAA requests.

Grant Applications

Reimbursement
Requests

Project Closeouts



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NHDOT Contract Procedures Information

**When AIP
Project Sponsor
is Municipal**

Send the Bureau a letter on sponsor's letterhead providing notice when airport consultant has been selected/reselected.

Involve the Bureau in scoping meetings. Contact Carol Niewola to make arrangements.

Provide to the Bureau final scopes of work and approved fee schedules if not already provided in the grant application.

**On-Call Project
Sponsor is State**

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NHDOT Contract Procedures Information

AIP Project
Sponsor is
Municipal

**When On-Call
Project Sponsor
is State**

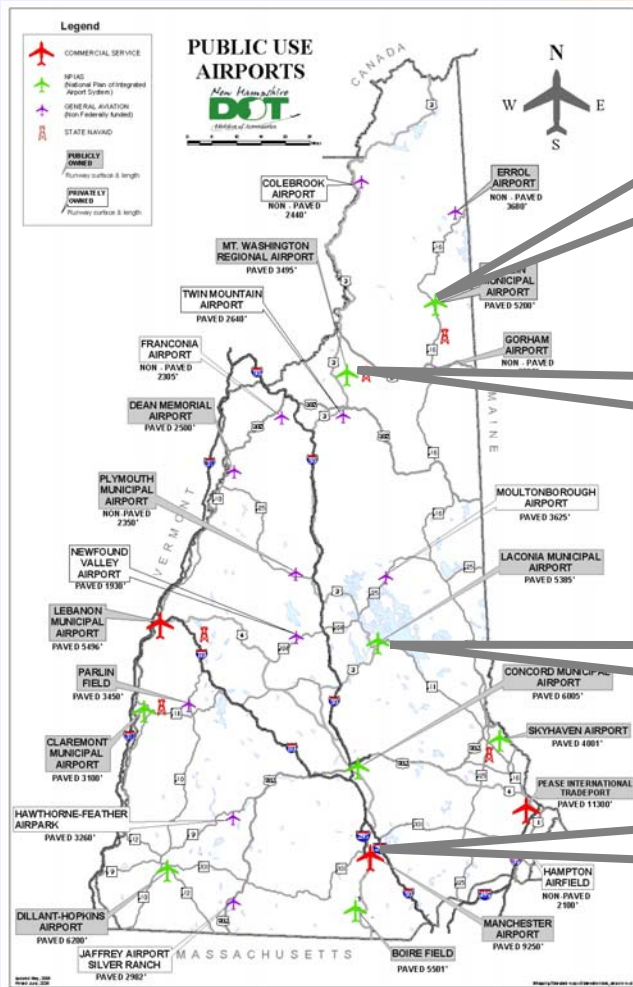
Consultant's fixed fee (profit) amount and overhead/burden rate are fixed based on the initial negotiated on-call contract fee.

Bureau will provide contract language with Consultant providing needed certifications and copies of insurances.

Bureau conducts airport consultant selections every five (5) years. Both selection periods expire in 2006. New selection includes having already submitted SF330 with the NHDOT, submittal of Letter of Interest once a project(s) has been posted (<http://webster.state.nh.us/dot/business/engineers.htm>), NHDOT prepares a short-list and submits RFQ to these consultants, and negotiates contract fee with selected firm.

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New Hampshire Airports Information



Berlin
Completing AMPU
and runway rehab.

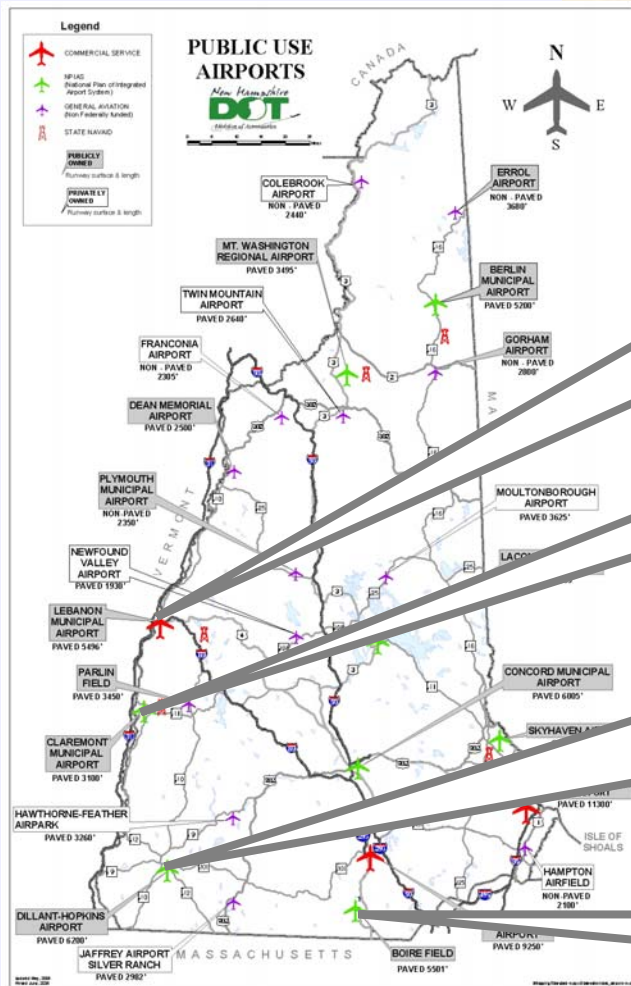
Mt. Washington
Starting design of partial
parallel taxiway, apron and
taxilane improvements.

Laconia
Starting construction of runway rehab.,
RSA improvements, partial parallel
taxiway, localizer and PAPI relocation.

Manchester
Reconstructing portion of R/W 6-24 and RSA
improvements; continuing sound insulation
program; constructing SRE building.

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New Hampshire Airports Information



Lebanon

Completing Taxiways 'A,' 'B,' and apron reconstruction; starting south apron construction.

Claremont

Completing beacon rehab. and drainage work; continuing T-hangar construction.

Keene

Constructing apron rehab. and possibly apron expansion and taxiway relocation.

Nashua

Completing runway-taxiway separation studies; starting acquisition of snow-removal equipment.



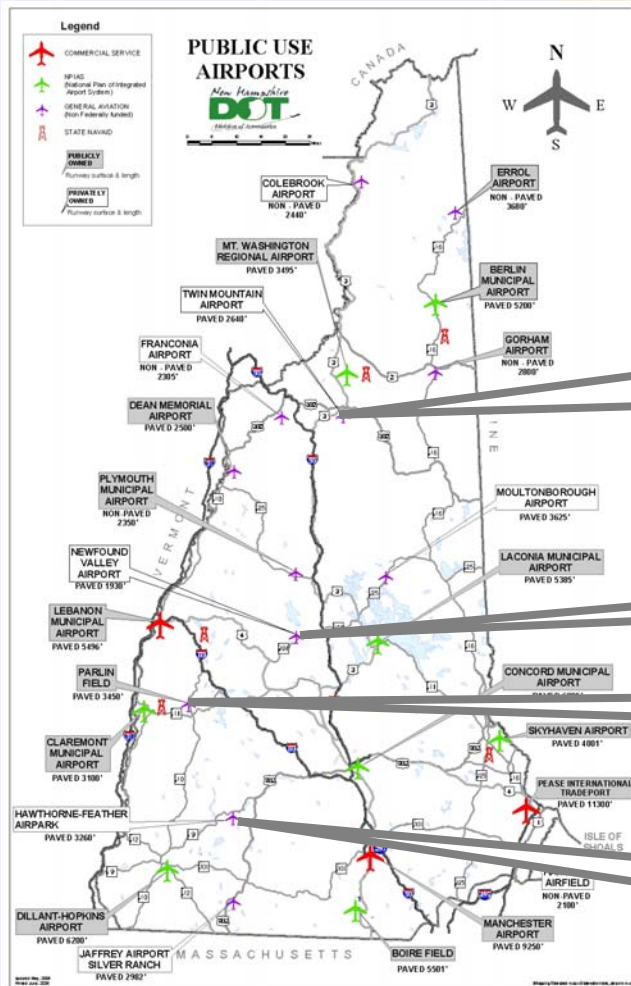
Concord
Purchasing property;
designing fence project.

Skyhaven
Complete fencing
project; starting
Taxiway 'A' design.

Pease
Continuing sound insulation
program; starting an air
service study (VLJ).

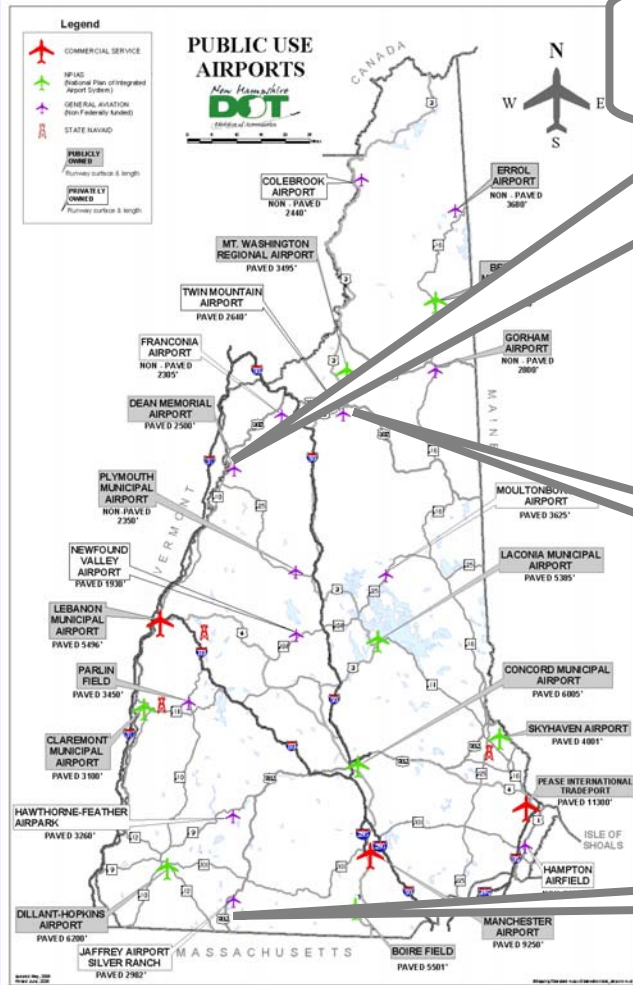
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New Hampshire Airports Information



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New Hampshire Airports Information



Dean Memorial
Roof repairs.

While these are the proposed projects at the non-NPIAS airports, several runway rehabilitations are going to be needed in the short term to keep these airports safe into the future.

Franconia
Runway surface improvements.

Jaffrey
Access road improvements.

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Aviation Legislation Issues

State of New Hampshire Revised Statutes

Title XXXIX: Aeronautics

Chapters 422, 423, and 424

None at this time.

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Questions and Answers

